

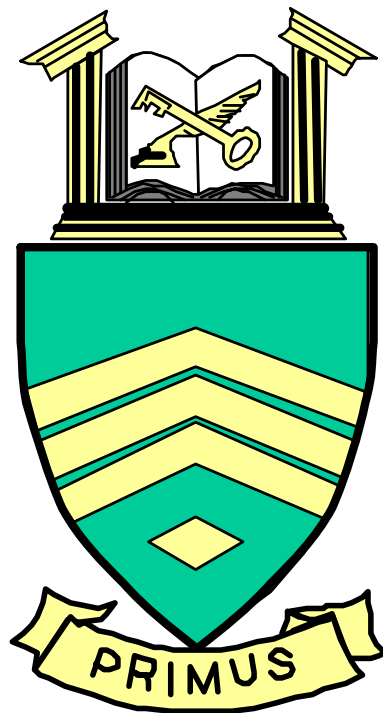
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

W660R1 (052002)

OCT 02

CONDUCT A COMPANY LEVEL DAILY
PERFORMANCE REVIEW (DPR)

STUDENT HANDOUT



THIS PAGE LEFT BLANK INTENTIONALLY

Appendix D

Index of Student Handouts

**This
Appendix
Contains**

This Appendix contains the items listed in this table---

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1 and SH-1-2
SH-2, Student Slide Note Sheets	SH-2-1 and SH-2-4
SH-2, USAREC Notes	SH-3-1

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 1

Advance Sheet

Lesson Hours This lesson consists of four hours of small group instruction.

Overview The production of a recruiting station demands the constant attention of the recruiting company first sergeant. You are the one source of data that has a stand back perspective view of the station's productivity and historical data. The old saying goes "you can't see the forest for the trees" is typically true for station commanders. They actively engage themselves in the production battle and need to step out of the foxhole long enough to look at the big picture. For them, that is what daily performance review (DPR) represents. For you, DPR represents your chance to establish and maintain standards and implement command and control.

**Learning
Objective**

Terminal Learning Objective (TLO)

Action: Conduct a daily performance review with a station commander,
Condition: as a first sergeant in a classroom environment, given UR 350-7, 350-9, UR 600-22, and SH-3,
Standard: Conducted a daily performance review with a station commander IAW UR 350-7, UR 350-9, UR 600-22 and SH-3.

ELO 1 Review the DPR process and its functions.

ELO 2 Evaluate a station commander's DPR performance.

Assignment

The student assignments for this lesson are:

- Read UR 350-7, Appendixes M and O; UR 350-9, para 2-1, 2-2, 2-3, Appendix D, and table D-3; UR 600-22, p 6 and SH-3.
 - Read Student Handout 1.
-

**Additional
Subject Area
Resources**

None.

Bring to Class

All reference material as stated in the assignment block.
Pen or pencil and writing paper.



An Army Of One

TERMINAL LEARNING OBJECTIVE

**Conduct a daily performance
review (DPR) with a station
commander.**

W660R1/OCT 02/VGT-1

On Point For The Army





An Army Of One

DAILY PERFORMANCE REVIEW

- **Battalion Leadership Team (BLT)
and Company Leadership Team
(CLT).**
- **CLT and Recruiting Station (RS)
Cdr.**

W660R1/OCT 02/VGT-2

On Point For The Army





An Army Of One

DEFINITIONS

- **Lead**
- **Prospect**
- **Applicant**

What are the differences?

W660R1/OCT 02/VGT-3

On Point For The Army





An Army Of One

DAILY PERFORMANCE REVIEW HIGHLIGHTS

- **General**
 - Telephonically.
 - Face to face.
 - Proactive area review.
 - Identify areas of concern.
- **Procedures**
 - ARISS remote performance review.
 - CLT performs analysis review.
 - Review top of system (TOS) reports.

W660R1/OCT 02/VGT-4

On Point For The Army





An Army Of One

DAILY PERFORMANCE REVIEW STEPS

- Establish rapport.
- Discuss recruiting personnel status.
- Review production and/or floor activity.
- Analyze DEP and DTP management.
- Review leader plan of action.
- Review training and counseling.
- Close DPR.

W660R1/OCT 02/VGT-5

On Point for the Army





An Army Of One

RECRUITING STATION (RS) COMMANDER REMOTE DPR

- How often?
- Minimum items to review?
- Reports available at the top of the system (TOS)?
- What must SC do with the reports?
- What other reports are available?

W660R1/OCT 02/VGT-6

On Point For The Army





An Army Of One

STATION COMMANDER FACE-TO-FACE DPR

- Check appearance.
- Review planning guide.
- Review remote workstation (RWS) leads/reports.
 - Lead
 - Prospect
 - Applicant
 - Delayed Entry Program/Delayed Training Program
- TOS Reports (13 reports)
- Review daily and weekly requirements.
- Close the loop

W660R1/OCT 02/VGT-7

On Point For The Army





An Army Of One

COMPLETE THE STATION COMMANDER DPR EVALUATION

- Summarize by annotating the inspection log.
- Provide suspense's for areas of concern.
- Identify training needs and plans.
- Identify how you can assist the SC and the recruiters.
- Close the session positively.

W660R1/OCT 02/VGT-8

On Point For The Army





An Army Of One

WARNING !!

- Do not get captured at headquarters.
- Do not allow diversions.
- Do not spend time on the telephone.
- Inspect, check, and verify information.
- Train the SC to your expectations.
- Annotate the inspection log.
- Give realistic suspense's.

W660R1/OCT 02/VGT-9

On Point For The Army





An Army Of One

DPR TIPS

- Enforce standards.
- Train your soldiers.
- Be firm but fair.
- Set the example.
- Provide guidance and direction.
- Show that you care.
- Lead them to success.

Your effectiveness in DPR will reflect your mission box accomplishment each month.

W660R1/OCT 02/VGT-10

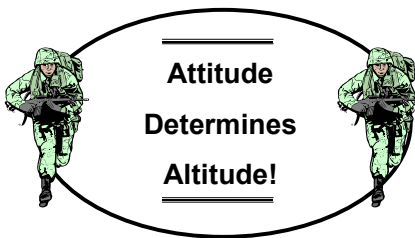
On Point For The Army





An Army Of One

SUCCESSFUL DPR



W660R1/OCT 02/VGT-11

On Point For The Army



STUDENT HANDOUT 3

**This Student
Handout
Contains**

An information paper (One page) produced by the USAREC Recruiting and Retention School. USAREC will update periodically as new information is available.

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 3

**Efficient
Time
Management,
Effective
DPR Sessions**

There are several things to keep in mind that will allow for more efficient time management and more effective DPR sessions. They are:

- a. Enforce standards – The standards are set and can only change by accepting a lesser standard. As soon as you accept a lesser standard , you will have set a new standard!
- b. Train your soldiers – Trained soldiers who have the knowledge to perform well are the soldiers you want on the battlefield. Untrained soldiers start to lapse into excuses and they start to accept failure as a way of life. Training is the key to stopping this negative attitude from consuming your recruiters.
- c. Be firm but fair – Give rewards when rewards are just. Give punishment and negative counseling when necessary.
- d. Set the example – You can't live in a "Do as I say, not as I do" world. You must be a leader that leads by example. Never have a Station Commander calling you at home to DPR. If your soldiers are at work...you should be at work!
- e. Provide guidance and direction – Can you imagine a boat on the ocean with no purpose or direction? We must keep the Station Commanders focused and heading in the right direction. It is very easy to get lost at sea if you have no purpose or direction.
- f. Show that you care – You must be genuine in your concern for soldiers and their families. If you do not believe in your soldiers, they will lose respect for you. You must strive to keep their welfare in mind! Soldiers need to feel that their leaders are caring and compassionate about them.

Lead them to success – One of the most important steps to getting a station fired up is getting them to taste success. All soldiers have an internal driving force to be successful. Lead your stations to that success and once they have tasted it, they will not want to go back. Make it enjoyable! Do not add pressure to them for having made success. Take them to the top and let them ride the wave!

THIS PAGE LEFT BLANK INTENTIONALLY